



# **VERIFICATION REPORTING PUBLIC AND NONPUBLIC**

Changes to the FNS-742

Verification Report

January , 2014

# Why has the Verification Summary Report changed?

- ⦿ Expiration of the form
- ⦿ Healthy Hunger-Free Kids Act of 2010 changed the Program requirement
- ⦿ Need for more data collection
- ⦿ New Name: Verification Collection Report or FNS 742

# Where is Verification data used?

- ⦿ State agency's direct certification rate
- ⦿ Non-Response Rate
- ⦿ Office of Policy Support (OPS) studies



# Roles in the Verification Process

- ⦿ The SFA, SA, and FNS all have key roles in the process
- ⦿ SFA – responsible for verification activities
- ⦿ SA – aggregates data and submits to FNS; provides training to SFAs on achieving better verification results
- ⦿ FNS-HQ – analyzes data and submits a Report to Congress

# Key Verification Dates

- October 1:** SFAs determined the total number of applications on file for the current school year as of October 1
- October 31:** SFAs determined the total number of students enrolled for the current SY as of this date
- November 15:** SFAs completed verification activities
- February 1:** SFAs report verification results to the SA **by February 1, 2014.**



# **AN OVERVIEW OF THE CHANGES TO THE VERIFICATION COLLECTION REPORT**



# A brief overview of the changes.

- ⦿ Report's layout is different
- ⦿ Report has 5 separate sections
- ⦿ All SFAs participating in the NSLP must complete the new form in the applicable sections
- ⦿ SFA's with alternate provisions must complete the FNS-742 report in the applicable sections

# 5 Sections of new Verification Collection Report

- ◎ Section 1: Total number of schools, RCCIs, and enrolled students
- ◎ Section 2: SFAs with alternate provisions
- ◎ Section 3: Students approved free but not subject to verification
- ◎ Section 4: Students approved Free/Reduced via household application
- ◎ Section 5: Verification Results





# **A REVIEW OF VERIFICATION COLLECTION REPORT**

# General Information

## SFA Verification Collection Report For School Year: 2013 - 2014

12340000 County: Winnebago  
Pine Bluffs CSD

### General Information

Type of Organization: Public School District

#### Verification Contact Information

- |                   | Salutation  | First Name                         | Last Name                           |
|-------------------|---|------------------------------------|-------------------------------------|
| 1. Name:          | <input type="text" value="▼"/>                            | <input type="text" value="Kathy"/> | <input type="text" value="Rogers"/> |
| 2. Email Address: | <input type="text" value="krogers@pinebluffs.k12.ia.us"/> |                                    |                                     |
| 3. Phone:         | <input type="text" value="(641) 592-0881"/>               | Ext: <input type="text"/>          | Fax: <input type="text"/>           |
| 4. Title:         | <input type="text" value="Nutrition Secretary"/>          |                                    |                                     |

**Due Date: February 1, 2014**

# Instructions

## Instructions

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ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFA's, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing a SFA Verification Collection Report.



A dramatic seascape with a dark, stormy sky and a bright light source on the horizon. The sky is filled with dark, swirling clouds, and a bright light source, possibly the sun or moon, is visible on the horizon, creating a strong glow and illuminating the water. The water is dark and choppy, with a white wake visible in the foreground. The overall mood is dramatic and atmospheric.

# SECTION 1

# Section 1: Total Schools, RCCIs, and Enrolled Students

## Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students


All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

**1-1 Total schools (Do not include RCCIs):**

**1-2 Total RCCIs (Do not include schools counted in 1-1):**

**1-2a RCCIs with day students (Report ONLY day students in 1-2aB):**

**1-2b RCCIs with NO day students:**



**A. Number of  
Schools OR  
Institutions**

**B. Number  
of Students**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Section 1: Total Schools, RCCIs, and Enrolled Students

## Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	5	1500
1-2 Total RCCIs (Do not include schools counted in 1-1):		
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):		
1-2b RCCIs with NO day students:		



A dramatic seascape with a dark, stormy sky and a bright light source on the horizon. The sky is filled with dark, swirling clouds, and a bright light source, possibly the sun or moon, is visible on the horizon, creating a strong lens flare effect. The water is dark and choppy, reflecting the light from the horizon. The overall mood is mysterious and intense.

# SECTION 2

# Section 2: SFAs with schools operating alternate provisions

## **Section 2 - SFAs with schools operating alternate provisions**

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	<b>A. Number of Schools AND Institutions</b>	<b>B. Number of Students</b>
<b>2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:</b>	<input type="text"/>	<input type="text"/>
<b>2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</b>	<input type="text"/>	<input type="text"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text"/>
<b>2-3 Operating the Community Eligibility Option (CEP):</b>	<input type="text"/>	<input type="text"/>
<b>2-4 Operating other alternatives for NSLP and SBP:</b>	<input type="text"/>	<input type="text"/>
<b>2-5 Operating an alternate provision(s) for only SBP or only NSLP:</b>	<input type="text"/>	<input type="text"/>



# SECTION 3



# What's Changed in Section 3:

- ◎ The break out of data:

- Students certified using SNAP;
- All other certified students (e.g. TANF, FDPIR); and
- Those certified through SNAP letter method.

# Section 3: Students approved as FREE eligible NOT subject to verification


## Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

**3-1** Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)

☐

# Section 3: Students approved as FREE eligible NOT subject to verification

	 B. Number of FREE Students
3-2 <b>Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do <u>not</u> include students certified with <b>SNAP</b> through the letter method.	<input type="text"/>
3-3 <b>Students directly certified through other programs:</b> Include those directly certified through Temporary Assistance for Needy Families ( <b>TANF</b> ), Food Distribution Program on Indian Reservations ( <b>FDPIR</b> ), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <b>DO NOT include SNAP students already reported in 3-2.</b>	<input type="text"/>
3-4 <b>Students certified categorically FREE eligible through SNAP letter method.</b> Include students certified for free meals through the family providing a letter from the <b>SNAP</b> agency.	<input type="text"/>



## Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

Line 3-2 is very important for SNAP direct certification performance rate calculations

Include all SNAP direct certifications in this count.

If a student is SNAP directly certified along with another program (i.e. SNAP/TANF), classify it as a SNAP direct certification. Include it in the count on this line, not on another line—SNAP takes precedence.

# Example of SNAP/Combo

	A	B	C	D	E	F	G	H
1	LocalID	StateID	LastName	FirstName	School#	Grade	Food Assistance	FIP
2	0001	0000000000	0000000000	0000	0209	06	1	1
3	0001	0000000000	0000000000	0000	0218	09	1	

## Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

Line 3-2 is very important for SNAP direct certification performance rate calculations

If a student is extended eligibility for free meals because someone else in the household receives SNAP, classify it as SNAP direct certification, and include it in this count.



# Example of “extended” eligibility

	A	B	C	D	E	F
1	First Name	Last Name	Birth Date	Household Member	Local ID	Food Assistance
2	Sally	Johnson	Jun 17 2010	David Johnson	35512	1
3	Casey	Smith	Aug 20 2012	Kelli Clark	55679	1

# Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

## Direct Certification Data Element

If the student shows up on the SNAP direct certification list by the last operating day in October (even if initially certified in another way), classify them as a SNAP direct certification and include them in this count. These are classified as converted.

- *Otherwise . . .*
  - ⦿ Do NOT include SNAP “letter method” counts here.
  - ⦿ Do NOT include SNAP students certified using case numbers written on an application.

# Example of Section 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

388

**\*\*How 3-2 was calculated**

Method of Certification	# Students
SNAP Directly Certified	340
SNAP/Combo (ie SNAP/TANF) Directly Certified	21
SNAP Extended Eligibility	15
Converted to SNAP Direct Certified by last operating day in October after shows up on SNAP Direct Certification list	12
<b>Total SNAP Directly Certified</b>	<b>388</b>



# Example of Section 3-3

**3-3 Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**



# Example of Section 3-4

**3-4** Students certified categorically **FREE** eligible through **SNAP** letter method. Include students certified for free meals through the family providing a letter from the **SNAP** agency.



# SECTION 4



# What's Changed in Section 4:

No Changes

But what's important to remember is:


- ⦿ All schools collecting household applications must report this section
  - Including schools in a Provision 2/3 base year
- ⦿ Report number of applications (A) approved as of October 1<sup>st</sup>
- ⦿ Report number of students (B) as of the last operating day in October

# Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application

## Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as October 1st. Report number of students (B) as of the last operating day in October.

- 4-1 **Approved as categorically FREE Eligible.** Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)
- 4-2 **Approved as FREE eligible.** Based on household size and income information.
- 4-3 **Approved as REDUCED PRICE eligible.** Based on household size and income information.



**A. Number of Applications**

**B. Number of Students**

# Example of Section 4:

	A. Number of Applications	B. Number of Students
4-1 <b>Approved as categorically FREE Eligible.</b> Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	75	100
4-2 <b>Approved as FREE eligible.</b> Based on household size and income information.	125	200
4-3 <b>Approved as REDUCED PRICE eligible.</b> Based on household size and income information.	50	150



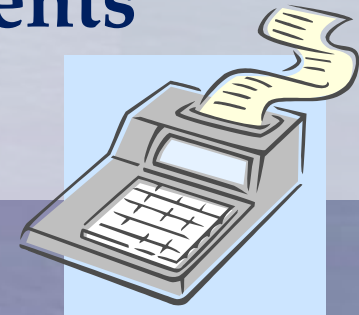


# TOTALS

# T-1 and T-2 – what does it mean?

T-1	Total FREE Eligible Students Reported	300
T-2	Total REDUCED PRICE Eligible Students Reported	150

- ⦿ T-1 = Total FREE eligible students reported
- ⦿ T-2 = Total REDUCED PRICE eligible students reported



# T-1 = Total Free Eligible Students Reported

**T-1 Total FREE Eligible Students Reported**

- ◎ The following lines are added together:

- Students directly certified through SNAP (3-2)
- + Students directly certified through other programs (3-3)
- + Students certified categorically FREE eligible through SNAP letter method (3-4)
- + Approved as categorically FREE Eligible (4-1)
- + Approved as FREE eligible: *Based on household size and income information* (4-2)
- + (if applicable): Provision 2/3 students reported as FREE in NON BASE year (2-2a)

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**Total FREE Eligible Students Reported**



# T-2 = Total Reduced Eligible Students Reported

T-2 Total REDUCED PRICE Eligible Students Reported

- ⦿ The following lines are added together:

Approved as REDUCED PRICE eligible (4-3)  
+ (if applicable): Provision 2/3 student reported as  
REDUCED PRICE in a NON BASE year (2-2b)

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Total REDUCED PRICE Eligible Students Reported



# SECTION 5

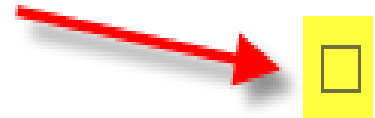
# Section 5-1: Exempt from Verification

## Section 5

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ALL SFAs must report Section 5 or check box 5-1 if applicable

**5-1** Check the box if ALL schools and/or RCCIs are exempt from verification.  
If 5-1 is checked, no further reporting in Section 5 is required.





# Section 5-2: Verification Completed

## 5-2 Was verification performed and completed?

- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed

# Section 5-3: Type of Verification

## 5-3 Type of Verification process used:

- ☐ Standard (Lesser of 3% or 3,000 error-prone)
- ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
- ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

# Section 5-4: Error Prone Applications

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.



# Section 5-5: Applications Selected For Verification

5-5 Number of applications selected for verification sample:

# Example of Section 5 (5-4 thru 5-5)


- ◎ Sample Pool for our example equals 618 approved applications
- ◎ 5-4 Total ERROR PRONE applications    284
- ◎ 5-5 Number of applications selected for verification sample:    19

# Section 5-6 and 5-7: Direct Verification Results

ALL SFAs must report 5-7 or check box 5-6 if applicable.

<b>5-6</b>	<b>Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.</b>	<input type="checkbox"/>
		<b>A. Number of Applications</b> <b>B. Number of Students</b>
<b>5-7</b>	<b>Confirmed through direct verification:</b> Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text"/> <input type="text"/>

<b>5-6</b>	<b>Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.</b>	<input checked="" type="checkbox"/>
		<b>A. Number of Applications</b> <b>B. Number of Students</b>
<b>5-7</b>	<b>Confirmed through direct verification:</b> Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text"/> <input type="text"/>





# Section 5-8: Results of Verification by Original Benefit Type

## 5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Responded vs. Not Responded

## Responded Means:

The household provided sufficient documentation.

This includes verbal or written notification that the household declines benefits.

## Not Responded Means:

The household did not provide sufficient documentation or the household did not provide a response.

# Section 5-8: Results of Verification by Original Benefit Type –Example 1

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE <input type="text" value="0"/> <input type="text" value="0"/>		REDUCED PRICE <input type="text" value="0"/> <input type="text" value="0"/>		FREE <input type="text" value="0"/> <input type="text" value="0"/>	
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



# Section 5-8: Results of Verification by Original Benefit Type –Example 2

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<div>REDUCED PRICE <input type="text" value="0"/></div>	<input type="text" value="0"/>	<div>REDUCED PRICE <input type="text" value="0"/></div>	<input type="text" value="0"/>	<div>FREE <input type="text" value="0"/></div>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



# VERIFICATION FOR CAUSE

# Applications Verified for Cause

**VC-1** Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

- ◎ VC-1: Report the total number of household applications verified for cause, as of Nov. 15th, if applicable;
- ◎ These applications are outside the standard verification process; i.e., they are NOT considered part of the required sample size;



# Applications Verified for Cause

- Verification results based on applications reported in **question 5-8** should include both the results of verification from the verification process AND the results from any applications verified for cause reported in **VC-1**.

# Submitting report

Click on SAVE



# Processed Messages

## SFA Verification Collection Report For School Year: 2013 - 2014

**The Verification Report has been processed.**

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM    Modified By: 1AR34200000 on 12/19/2013

Edit

Finish



# Processed Messages

## **SFA Verification Collection Report For School Year: 2013 - 2014**

**The Verification Report has been processed with warnings.**

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM    Modified By: 1AR34200000 on 12/19/2013 9:37:26 AM

Edit

Finish

# Processed Messages

## SFA Verification Collection Report For School Year: 2013 - 2014

The Verification Report has been **processed with errors.**

Information entered is either incomplete or is not in compliance with the Department of Education - rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking 'Edit' or you may return to the Verification Report later.

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM    Modified By: 1AR34200000 on 12/19/2013 9:49:06 AM



Edit

Finish

# Error Message

Code	Error Description
15160	Results of Verification - 5.5 Number of Applications selected for verification sample must equal sum of Applications in Section 5-7 + Section 5-8.



# Resources:

- ◎ **For assistance:**
  - **Contact your area consultant**
  - **Deb Linderblood at [Deb.Linderblood@iowa.gov](mailto:Deb.Linderblood@iowa.gov)**
  - **Patti Harding at [Patti.Harding@iowa.gov](mailto:Patti.Harding@iowa.gov)**



**QUESTIONS?????**